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## **CHAPTER SIX**

### **CRIMINAL INVESTIGATIVE OPERATIONS**

#### Investigative Responses/Classifications/Dispositions

##### Standard 600 - Investigative Responses

**A written directive(s) establishes the protocol for investigative response to specific types of crimes as determined by the chief executive officer of the agency.**

Guideline: An agency should assign certain crimes and follow-up investigations to personnel with specific areas of expertise. These kinds of crimes may include arson, explosions, homicide, juvenile and narcotics.

##### Standard 601 - Case Classifications

**A written directive sets forth the classifications of a criminal case and designates the individual or position responsible for classifying each case for purposes of investigative follow-up.**

Guideline: The agency should establish criteria for classifying criminal investigations to include workable, suspended, unfounded or closed.

##### Standard 602 - Follow-up

**A written directive establishes criteria for assigning cases for follow-up investigation and for determining the resources to be used.**

Guideline: An agency should establish its protocol for follow-up investigation based on type of crime, solvability factors, severity of offense, etc..

##### Standard 603 - Dispositions

**A written directive sets the criteria for the disposition of criminal investigations.**

Guideline: An agency should establish criteria for the disposition of any criminal investigation including when it is appropriate to suspend or close a case.

#### Investigative Resources

##### Standard 610 - Investigative Resources

**A written directive identifies resources available for the investigator's use in conducting criminal investigations.**

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Guideline: A list of resources should include local agency records; information from other agencies or investigators; California Law Enforcement Telecommunications System (CLETS); National Law Enforcement Telecommunications System (NLETS); crime laboratory services; and other specialized resources.

### Specialized Investigations

#### Standard 620 - Specialized Investigations

**A written directive establishes the objectives, responsibilities and functions of specialized investigative units.**

Guideline: Specialized investigative units may include criminal intelligence, gangs, narcotics, organized crime, vice, etc. Clearly delineated functions, responsibilities and reporting procedures will provide for efficient overall operation of these specialized investigative units.

#### Standard 621 - Specialized Investigations Reports and Files

**A written directive establishes collecting, reporting, storing, disseminating and disposing requirements of information for specialized investigative units.**

Guideline: Specialized investigation functions within an agency are necessarily required to have stricter reporting responsibilities and controls on their operations. Direct reporting to the upper levels of an agency's management is essential to ensuring direction, oversight and understanding from and to the department head. Reporting requirements to accomplish this standard should include criminal activities by type, location and frequency of criminal activity, confidential reporting of activity to agency management, surveillance reporting or other information as needed.

#### Standard 622 - Specialized Investigations Files

**A written directive establishes the criteria for maintaining and safeguarding the files of specialized investigations.**

Guideline: Specialized investigative units of an agency maintain sensitive records and files. The security of these files should be vested with the specialized function and such information should be distributed only to criminal justice agencies on the basis of "need-to-know" and "right-to-know." If computers are used for the storage of this information, there should be a security system in place that protects against unauthorized access, modification, removal or destruction of that information.

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